CITY OF WICHITA

DEPARTMENT OF PUBLIC WORKS & UTILITIES
ENVIRONMENTAL HEALTH DIVISION

Subject: Open Records Requests and/or Environmental Records Review Requests For Environmental Assessments

Thank you for your inquiry regarding requests for information from Environmental Health. To process your request, please review the following:

- The Administrative Fee Schedule for processing Open Records Requests and/or Environmental Records Review Requests is on page 2 attached of this letter.
- All requests for records are to be in writing if not previously provided.
- To assist in processing your request, give complete and/or specific address, or company name of the business that is to be researched.
- To assist in the processing of your request, please note the program files that are available through this office.
- Please allow a minimum of five (5) working days for our research to occur.
- Your request may be reviewed by the City's Legal Department and/or the City Clerk's Office.

There is an administrative/research fee of $50.00 charged per address or business name (if not related to the same property.) The fee covers staff(s) time(s), standard mail costs, and 25 pages of copied material. Records beyond the 25 page limit will be charged according to the fee schedule. If more than 25 pages of records are found, you will be notified prior to our copying the material so that you may determine what actions you wish to pursue, (i.e. you may schedule an appointment to view the material prior to copying it, or make other arrangements.) Administrative fees for managing the production of additional material will be determined at that time. An invoice for the administrative/research fee and other appropriate costs will be generated after completing the inquiry. If **no records** are found using your research criteria you will receive a written response stating this fact, however the $50.00 administrative fee will be invoiced.

Section	**Please perform a search in the following area(s)**
Air Quality Section	
Hazardous Response	
Water Quality Section (water wells, onsite wastewater treatment systems, regulated pools)	
Childcare Licensure Section	
Tobacco Compliance; Grocery Licenses	
Environmental Assessment & Remediation (i.e. Groundwater/Soil Pollution)	

**For City Code Violations information – contact Metropolitan Area Building and Construction Department – (316) 660-1840
**For UST/AST/Identified Sites Listing information – contact the Kansas Department of Health & Environment – Anna Hernandez (785) 296-3001 or visit www.kdheks.gov/remedial/isl_disclaimer.html

The property address(es) or business name(s) to be researched are:_____
Business Name(s)

_____
Property address(es) City State Zip

I have reviewed the fee information and wish to proceed with the records request:

_____
Signature Printed Name Date

_____
Address City State Zip

Sign and return this document to Environmental Health at the address listed below*

1900 E. Ninth Street – Wichita, Kansas 67214
Telephone (316) 268-8351 – Fax (316) 858-7787
www.wichita.gov

ENVIRONMENTAL HEALTH
RECORDS FEE SCHEDULE (AR70)

Administrative Fee for All Requests:

Records Search and Report (includes first 25 pages of photocopied documents) **$50.00**

Search Costs for Records over 26 pages:

Staff	$4 each 15 minute increment
Administrative	$6 each 15 minute increment
Computer Staff	$6 each 15 minute increment

Retrieval of documents stored off site:

All Boxes	$29.00 per box (includes 15% administrative fee)

Copy/Duplication Charges:

Documents which can be copied using document feeder:

Pages 1-10	$0.25 each
Pages 11 and up	$0.10 each

Documents which must be copied one page at a time:

All pages	$0.25 each

Documents which must be copied off site:
Actual job cost plus 15% administrative fee.

Computer Printed reports:

All pages	$0.15 each, plus computer staff time

Mail Charge:

Each 5 page increment	$0.49
Other _____	

Fax Copies:

Local	$0.25 per faxed page
Long Distance	$0.50 first faxed page
Long Distance	$0.25 per additional faxed page

Microfilm Copy:

$1.50 per page

Now accepting *VISA* & *MasterCard* Credit Cards for payment

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